

APPROVED 9/3/02

State of Texas
Records Retention Schedule

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12/18/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
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504 - TUBERCULOSIS ELIMINATION DIVISION											
	4749	HANSEN'S DISEASE PATIENT FILES	PM		PM	C		P			ALL HANSEN'S DISEASE PATIENT FILES HAVE RESEARCH SIGNIFICANCE AND HAVE PERMANENT RETENTION.
	4838	TB DRUG RESISTANT CASE FILES	AC		AC	C		P			
	4849	MEDICAID REIMBURSEMENT	5		5	C		P			
1.1	549	TUBERCULOSIS CASE REGISTRY RECORDS	CE+3	2	CE+5	C		P			
1.1	4543	ALIEN A & B WAIVERS	1		1	C		P			SENT TO PUBLIC HEALTH REGIONS FOR PROCESSING
1.1.006	4327	COMPLAINT FILES	AC+2		AC+2	O		P			AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	4545	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	P	X		
1.1.008	4546	CORRESPONDENCE, GENERAL	1		1	O		P			
1.1.008	4862	CORRESPONDENCE, GENERAL	1		1	O		E			
1.1.010	4547	DIRECTIVES	US+1		US+1	O		P	X		
1.1.019	4549	NEWS/PRESS RELEASES	2		2	O	R	P			
1.1.020	4354	OPEN RECORDS REQUEST - APPROVED	AC+1		AC+1	O		P			AC=DATE REQUEST IS FULFILLED
1.1.024	4355	PLANNING RECORDS	AC+3		AC+3	O	R	P			
1.1.025	2971	TB MANUAL	US+3		US+3	O	R	P	X		
1.1.025	4388	RULES AND REGULATIONS	US+3		US+3	O	R	P	X		
1.1.027	4550	PROPOSED LEGISLATION	AV		AV	O		P			
1.1.057	1271	TRANSITORY INFORMATION	AC		AC	O		O			PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.063	4548	MEETING MINUTES/NOTES	1		1	O		P			
1.1.065	4556	REPORTS, STUDIES, AND SURVEYS -RAW DATA	AV		AV	O		P	X		DATA ASSEMBLED TO PRODUCE ANNUAL REPORT

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
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SECURITY CODES (Field 8)

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VITAL CODES (Field 11)

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1.1.066	4384	TUBERCULOSIS ANNUAL REPORT	PM	PM	O	A	P		REPORT NEEDED PERMANENTLY TO ADDRESS RESPONSES TO QUESTIONS FROM THE PUBLIC, LOCAL HEALTH DEPARTMENTS, UNIVERSITIES, OR OTHERS DOING RESEARCH ON TUBERCULOSIS.
1.1.067	4551	REPORTS, ADMINISTRATIVE	3	3	O	R	P		
1.2.004	2987	TB FORMS INVENTORY	US	US	O		P		
1.2.005	1265	RECORDS RETENTION SCHEDULE	US	US	O		P		
1.2.012	4390	RECORDS INVENTORY WORKSHEETS	US	US	O		P		
2.1.002	4393	TUBERCULOSIS CASE REGISTRY/TB WAIVERS	50	50	C	R	E	X	TB SURVEILLANCE SOFTWARE SUBSET OF DATA INPUT INTO TB CASE REGISTRY AT TEXAS DEPT OF HUMAN SERVICES, WINTERS BUILDING; RETENTION BASED ON NEEDS FOR CASE MANAGEMENT- HISTORICAL INFORMATION ON PATIENT.
3.1.001	4485	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2	2	O		P		CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.014	4559	EMPLOYMENT SELECTIONS	2	2	O		P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	4581	PERFORMANCE JOURNALS	2	2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1264	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5	AC+5	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	4561	POSITION/JOB DESCRIPTIONS	US+4	US+4	O		P	X	
3.3.023	4389	TRAVEL RECORDS	FE+3	FE+3	O		P		
3.4.002	4564	LEAVE STATUS REPORTS	FE+3	FE+3*	O		P	X	
3.4.004	5013	OVERTIME AUTHORIZATION	2	2	O		P		

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3.4.006	4565	TIME SHEETS	4	4	O	O		PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	4566	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3	FE+3*	O	O		PAPER, ELECTRONIC
4.1	4602	HANSEN'S DISEASE PROGRAM ACCT. FILES	FE+3	FE+3	O	P	X	
4.7.008	4739	FEDERAL GRANT INFORMATION	AC+3	AC+3	O	P	X	
5.1.004	4340	EMPLOYEE ADDRESS & PHONE LIST	US	US	C	P		
5.3	2535	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4	FE+4	O	P		

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